

**CERTIFICATE COURSE**  
**IN PROFESSIONAL**  
**SOCIAL WORK**  
**DEPARTMENT OF**  
**SOCIAL WORK**  
**ST. EDMUND'S COLLEGE**  
**SHILLONG**

**SYLLABUS**

**2017-18**

## **Certificate Course In Professional Social Work**

St. Edmund's College apart from the regular courses has been offering certificate courses in different areas such as Clinical Biochemistry, Mushroom cultivation, Basic electricity, Floriculture and others, now the College is launching a certificate course for 6 months in Professional Social Work. The course is opened to any candidate or individual who is interested to learn, know and acquaint himself or herself on Social Work. The medium will be in English and applicants are expected to have a good proficiency in the English language.

### **GENERAL INFORMATION ON ADMISSION PROCEDURE FOR THE COURSE**

Application Forms for admission shall be available in the College Office and also in the College website: [www.sec.edu.in](http://www.sec.edu.in)

### **DOCUMENTS REQUIRED FOR APPLICATION:**

Each Application must be accompanied by:

- (i) A self attested copy of class XII mark sheet.
- (ii) A self attested copy of the mark sheet of the last examination passed.
- (iii) A recent passport size photograph of the student.

### **DOCUMENTS REQUIRED FOR ADMISSION:**

When a candidate is selected, then the Admission Form must be accompanied with:

- (a) A testimonial of character from the Institution last attended.
- (b) A self attested passed copy of the mark sheet of the class XII.
- (c) A self attested copy of the mark sheet of the last examination passed.
- (d) A recent passport size photograph of the candidate.

### **CLASS TIMINGS:**

Classes will be held thrice a week for a duration of 1 hour per class 3 classes per day. Field visits and field interaction will also be conducted thrice a week.

Admission Fees	Rs. 1000.00 per session
Tuition Fees	Rs. 800.00 per month
Exams	Rs. 500.00 per session
Library	Rs. 500.00 per session
Certificate fee	Rs. 200.00 per session
<b>TOTAL</b>	<b>Rs.7000.00</b>

## **Certificate Course in Professional Social Work**

Name of the Papers:

1. Concepts in Social Work, Social Science & Humanities
2. Areas of Social Work Practice – I
3. Areas of Social Work Practice – II
4. Social Work Intervention
5. Fieldwork
6. Dissertation

### **CONCEPTS IN SOCIAL WORK, SOCIAL SCIENCE, HUMANITIES**

**Credits : 2**

#### **Objectives:**

1. Understanding social work as a process of planned change in a problem situation towards the goal of humanisation
2. To orient the students to the basic sociological & psychological concepts
3. To develop an awareness on Economic & Political concepts

#### **Contents:**

**A. Introduction to Social Work:** Charity, Philanthropy, Social Service, Social Welfare, Human Resource, Social Work as a profession, Ethics, Values, Generic Principles, Methods of social work practice, Skills and roles.

**B. Sociological and Psychological Concepts:** Society, Social Stratification; Culture and its elements, Caste, Tribe (special reference to North East India), Social Control and Social Change (theories) Stages of Human Development: Emotion, Sentiments, Intelligence, Motivation, Learning, Attitude and Personality Development

**C . Economic and Political Concepts:** Concepts; Economic issues in NE Indian State and market, Poverty, Traditional political institutions of North East India. Marxist, Liberal and Gandhian Approaches

### **AREAS OF SOCIAL WORK PRACTICE – I**

**Credits : 2**

#### **Objectives:**

1. To develop an understanding of the problems, tools and techniques of social case work
2. To understand and acquire skills related to working with groups

3. To develop an understanding of communities with regards to problem solving processes

**Content:**

**A. CASE WORK:** Concepts & Definitions, Principles, Tools, Process, Roles, Skills, Techniques, Components, Values, Scope.

**B. GROUP WORK:** Concepts & Definitions, Values, Principles, Types, Process, Stages, Group Dynamics, Roles, Skills, Techniques, Use of Programme in Social Group work

**C. Community Organisation:** Concept & Types of Communities, Community Organisation, Definition, Principles, Objectives, Scope, Skills, Roles, Community Power Structure

## **AREAS OF SOCIAL WORK PRACTISE – II**

**Credits : 2**

**Objectives:**

1. To develop an understanding of social welfare administration and the administrative process

2. To develop the knowledge and skills for understanding social work research

3. To develop the knowledge and skills for understanding social action

**Content :**

**A. Social Welfare Administration:** Definition, Principles, Elements of Administration (POSCORBE), Programme formulation & implementation of a Project, Monitoring & Evaluation

**B. Social work Research:** Definition, Types of Social Work Research, Research Designs, Sampling Designs, Methods of Data Collection (Primary & Secondary Data), Tools of Data Collection (Observation, Questionnaire, Data review, Focus Group Discussion), Data Interpretation and Analysis (SPSS)

**C. Social Action:** Definition & Types, Evolution of Social Action, Indian Constitution as a source of Policy, Role of the State, market, civil society, Overview of Five Year Plan, Local Self Governance

## **SOCIAL WORK INTERVENTION**

**Credits : 2**

**Objectives:**

1. To understand the fields of social work

2. To understand the various welfare programmes

3. To understand social work intervention strategies

**Contents:**

**A. FIELDS OF SOCIAL WORK:** Nature, definition and scope

a. Human Resource Management    b. Communication Development    c. Correctional Social Work

d. Health e. School f. family and child welfare

**B. WELFARE PROGRAMMES:** Schemes and Services

a. Women b. Family c. Children d. Youth  
e. Aged f. Disabled

**C. INTERVENTIONS:** Meaning, scope and types of intervention (prevention, promotion, remedial and rehabilitative)

### **FIELD WORK**

**Credits : 3**

The students are required to interact with the various personnel working in the agencies/ organisations and collect the following information during their visits:

1. History and philosophy of the agency / organisation;
2. Organisational structure of the agency/ organisation with special emphasis on the category of the personnel engaged;
3. Areas of working of the agency/ organisation with reference to the different fields of social work
4. The clientele group, agency or the organisation served by the agency organisation
5. Networking strategies with similar types of the agency/ organisation
6. Sources of funding of the agency/ organisation
7. Intervention strategies adopted by the agency/organisation for serving the various groups
8. Success stories, if any of the agency / organisation
9. The students are required to visit a community with reference to its profile, power structure, community development programmes and method s of implementation of the programmes.

Note: The report on the observational visits to the various agencies/organisations and community visits should be submitted along the points suggested above.

**Dissertation:**

**Credit : 1**

### **HOW TO APPLY:**

- 1. Download Application Form From The Website**
- 2. Fill All Necessary Information In The Application Form.**
- 3. Send A Scanned Copy Of The filled Application Form To: stedmundscollege@gmail.com**

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